

**NVSL/CVB Equal Opportunity/Civil Rights Advisory Committee  
Action Plan FY 2003**

**VISION:** The NVSL/CVB EO/CR Advisory Committee will assist management in the development and implementation of mechanisms to insure a diverse workforce free of discriminatory practices as dictated by EEO laws, and will increase EO/CR awareness and understanding of all employees.

***Action Item #1: Organization and Resources***

**A. Problem Statement:** Additional EEO training is needed for SEPMs to effectively resolve problems and issues within their area of responsibility.

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**Objective:** To work with the CREC Staff to develop and provide appropriate training to collateral-duty personnel.

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**Action Steps:**

- a. Communicate on a regular basis (at least quarterly) with Management to discuss critical needs areas, potential opportunities, and to highlight accomplishments. [Intent: To enthuse Management (to get them to Champion) and to elicit their active participation in all EO/CR efforts.]

*Ongoing*

**Responsible Official:** *Chair*

- b. Expand network of candidate pools by forming partnerships with SEPM's in other USDA agencies and outside interests (community organizations, other Agencies, middle and high schools, colleges and universities). Obtain resources to travel to other areas within scope of responsibility. Advise those involved in outreach to visit schools with larger minority populations. Send job announcements to HSI's, HBCUs, TCU's, and 1890 Land Grant institutions with appropriate curriculums that are located near the site of vacancies.

*Ongoing*

**Responsible Official:** *SEPMs and Outreach Program Manager*

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**B. Problem Statement:** While employees may be aware of some of the Agency's Special Emphasis Programs, there are a number of SEP's employees are not aware of.

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**Objective:** To heighten awareness of the Agency's six authorized Special Emphasis Programs.

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***Action Steps:***

- a. Develop informational packets, presentations, etc., to be distributed in various formats, including e-mail and display case at NVSL/CVB-L central building.

*Ongoing*

**Responsible Official:** *SEPMs*

- b. Widely disseminate SEPM information (actively and effectively) to all appropriate individuals and groups.

*Ongoing*

**Responsible Official:** *SEPMs*

- c. Implement a campaign designed to make the Special Emphasis Programs more visible to NVSL/CVB employees. This campaign will involve posters, flyers, lotus notes messages and networking.

*Ongoing*

**Responsible Official:** *Committee*

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***Action Item #2: Workforce Analysis***

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**Problem Statement:** Under-representation exists, for many EEO groups in the Professional, Administrative, Technical, Clerical, and Blue Collar categories.

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**Objective:** To eliminate under-representation in the workforce wherever it exists.

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**Action Steps:**

- a. Review EEO workforce profile data, identify strengths and weaknesses, and develop strategies with recommendations to help alleviate barriers to full employment of women, minorities, and persons with disabilities.

*Quarterly*

**Responsible Official:** *AEP, Committee*

- b. Brief management and employees on the goals and objectives of the Affirmative Employment Program Plan.

*Ongoing*

**Responsible Official:** *AEP, Chair*

- c. Submit end-of-year EEO workforce profile reports to managers, supervisors and employees.

*November 30, 2003*

**Responsible Official:** *Committee*

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***Action Item #3: Discrimination Complaints***

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**Problem Statement:** According to the agency Civil Rights Action Plan, the review of formal complaints filed by employees' agency-wide shows that the majority of the complaints identified issues that were the result of little or no communication between managers and employees.

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**Objective:** To provide Formal Complaints Processing Training, and workshops on strengthening communication behavior between managers and employees.

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**Action Steps:**

- a. Refer all allegations of discrimination to the EEO Counselors at 1-800-342-7231.

*Ongoing*

**Responsible Official:** *Committee*

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**Action Item #4:**                      *Recruitment and Hiring (Outreach)*

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**Problem Statement:**              Recruitment and *outreach* efforts are not coordinated within the Agency to obtain maximum effectiveness and efficiency, where appropriate.

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**Objective:**                      To reduce and ultimately eliminate under-representation at all levels, and maintain goals in *outreach* efforts and hiring a diverse workforce.

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**Action Steps:**

- a. Analyze EEO workforce profile data provided by the Civil Rights Enforcement and Compliance (CREC) Staff on under-representation by race, gender, grade level, and occupational series to determine progress of the underrepresented groups, and submit recommendations to management and CREC.

*Quarterly*

**Responsible Official:** *Committee*

- b. Work with the NVSL/CVB personnel and staffing assistants to develop a process whereby job announcements are circulated to SEPM's, who then circulate them to various networking associations and universities.

*Ongoing*

**Responsible Official:** *SEPMs*

- c. Provide training and/or updated overview to all SEPMs on all appointment authorities.

*September 30, 2003*

**Responsible Official:** *Committee*

- d. Work with the NVSL/CVB staffing assistant to identify available positions for persons with targeted disabilities (i.e., chemical sensitivity - work at home, writing Environmental Assessments).

*Ongoing*

**Responsible Official:** *Disabilities Program Manager*

- e. Distribute to all managers and supervisors, the Disability Resource Guide web site address.

*Ongoing*

**Responsible Official:** *Disabilities Program Manager*

- f. Provide a listing of HSI's, HBCUs, TCU's, and 1890 Land Grant Institutions to the NVSL/CVB staffing assistant.

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*Ongoing*

**Responsible Official:** *SEPMs, Outreach Program Manager*

- g. Develop strategies to sensitize middle management and action plans for implementation.
- Identify more career ladder positions that extend above the GS-11 level;
  - Work with the Professional Development staff to ensure inclusion of underrepresented groups in Leadership Training;
  - Work with policy makers to determine KSA's needed by the organization in higher level positions (so that employees in the underrepresented groups can focus their career development).
  - Encourage managers to purchase from minority, women-owned and small disadvantaged business.

*Ongoing*

**Responsible Official:** *Committee*

- h. Encourage selecting officials to extend the application time to one month and to advertise the job to all sources.

*Ongoing*

**Responsible Official:** *Committee*

- i. Act as an EO observer during the BEI process for positions that are for GS-13 and above.

*Ongoing*

**Responsible Official:** *Committee*

- j. Compare recruitment and hiring of the under represented protected racial and ethnic group employees at the NVSL/CVB to the hiring objectives of the NVSL/CVB for FY 2003, as stated in the FY 2002 Affirmative Employment Accomplishment Report.

*Ongoing*

**Responsible Official:** *Outreach Program Manager*

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***Action Item #5: Employee Development Programs***

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**Objective:** To ensure all employees have meaningful learning contracts or Individual Development Plans (IDP's).

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**Action Steps:**

- a. Sponsor training for managers and employees on the purpose and need for learning contracts or IDP's and training on how to develop the learning contracts or IDP's that are consistent with the Organization's future workforce.

*Ongoing*

**Responsible Official:** *Committee*

- b. Provide training to employees (internal customers) pertaining to career enhancement (planning and development), and workforce diversity.

*Ongoing*

**Responsible Official:** *Committee*

- c. To identify barriers to career development/advancement of employees in the underrepresented groups.

*Ongoing*

**Responsible Official:** *Committee*

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### *Action Item #6: Promotions*

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**Problem Statement:** A review of the internal selection and promotion procedures for major occupational series should be conducted in view of the number of formal complaints filed citing promotion as an issue.

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**Objective:** To identify and correct barriers to promotions with a focus on under-representation.

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**Action Steps:**

- a. Post flyers on BEI participation and provide information on the shared drive.

*Ongoing*

**Responsible Official:** *Committee*

- b. Compare and contrast the promotion and recruiting goals for the gender, race, age and ethnic origin of personnel at the NVSL/CVB, that are selected for promotion versus the under represented protected racial and ethnic group employees of the NVSL/CVB listed in the FY 2003 AEP Plan.

*Ongoing*

**Responsible Official:** *Outreach Program Manager*

- c. Compare promotions of the under represented protected racial and ethnic group employees of the NVSL/CVB to the NVSL/CVB FY 2003 AEP.

*Ongoing*

**Responsible Official:** *Outreach Program Manager*



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***Action Item #7: Separations***

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**Problem Statement:** There is concern about why employees leave; knowing why employees leave may lead to new approaches to retention.

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**Objective:** To monitor the newly established "Exit Feed Back" System to ensure that the system is meeting the needs of each program area.

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**Action Step:**

- a. Develop a system for monitoring separation activity to identify and correct barriers to the retention of employees from underrepresented groups; and to ensure that separations are conducted in a nondiscriminatory manner.

*Ongoing*

**Responsible Official:** *Committee*

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***Action Item #8: Program Evaluations***

**Problem Statement:** Lack of input from SEPMs prior to compliance evaluations.

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**Objective:** Consult with Civil Rights Advisory Committees, and SEPMs to ensure that each provide input to the compliance evaluations.

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**Action Steps:**

- a. Advise and keep managers abreast of civil rights issues brought to SEPMs attention by unit employees.

*Ongoing*

**Responsible Official:** *Chair*

Randall L. Levings  
Director, NVSL

Steven A. Karli  
Director, CVB

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Signature

Date

Signature

Date